



# Marden Parish Council

Cemetery situated in Maidstone Road,  
Marden, TN12 9AG

**These Rules take effect from to be 1<sup>st</sup> March 2024**



# To be kept by the holder of the Exclusive Right of Burial



## Marden Parish Council Rules and Regulations

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## 1. Terms of Reference and Definitions:

In this document the following terms and definitions shall have the meanings given to them below:

“The Parish Council” means Marden Parish Council

“Exclusive Right of Burial” means an exclusive right of burial granted in accordance with Rule 2.14

“Memorial” means an object serving as a remembrance and for the purposes of these rules include a headstone, cross, kerb, edging, stone chippings, vase, flat memorial table, wooden grave markers, stone grave/food markers, temporary grave markers and those memorials permitted under Rule 8.1 to 8.13

“Memorial Rules” means those rules set out under Rule 8.1 to 8.13 of this document.

“Register of Burials” means a register of all burials in Marden Cemetery kept and maintained by the Parish Council.

“Right of Burial” means a right of burial granted in accordance with Rule 2.4

“Working Day” means between 9am and 4pm Mondays, Tuesdays, Thursdays and Fridays but does not include any days which are bank holidays or public holidays. *Please phone the Parish Office to make an appointment.*

## RULES AND REGULATIONS

### 2. General – For Burials and Interment of Ashes

#### Ownership

2.1 Marden Parish Council is the freehold owner of Marden Cemetery.

#### Contact

2.2 Please contact the Parish Office for information relating to the selection of graves and ashes plots in the Cemetery. Details of all Cemetery charges are available at the end of this booklet.

2.3 If you need to contact the Parish Office, it is located at the front of Marden Memorial Hall, Goudhurst Road, Marden TN12 9JX, the office is open Mondays, Tuesdays and Fridays 10am to 12noon (Tel 01622 832305) or you can write to the above address or email [clerk@mardenkent-pc.gov.uk](mailto:clerk@mardenkent-pc.gov.uk)

2.4 When notice of burial or cremation is given and where it is anticipated that a funeral is one at which a large number of persons may be expected to assemble, then the applicant, funeral director or a representative shall notify the Parish Clerk accordingly.

#### Register and Plan of Burials

2.5 A current Register of Burials in the Cemetery is kept in the Parish Office. The Register of Burials is available for consultation by any person free of charge at times when the Marden Parish Office is open to the public. The Parish Council may charge such fees as they think proper for searches and any subsequent provision of certified copies of entries, in a Register of Burials or a Record of Disinterments. Local Authorities Cemeteries’ Order 1977 Article 11 (7).

2.6 In accordance with current legislation the Parish Council keeps and maintains plans showing all used grave spaces and those graves, or grave spaces, to which special rights appertain (ie an Exclusive Right of Burial). Such plans are kept in the Parish Office and are available for inspection, free of charge, on any working day.

2.7 This is a legal requirement as well as an operational requirement of the service.

#### Right of Burials

2.8 Right of Burial/Interment of Ashes is restricted to those living or who have lived in the Parish of Marden. Proof of this will be required. Fees will be doubled if the deceased lived outside of the Parish at time of death. If the deceased moved to a residential/nursing home direct from the Parish the fee will not be doubled.

2.9 For a child (0-18 years of age) the parent, grandparent or great grandparent must live or have lived in the Parish of Marden.

#### Areas of Marden Cemetery

2.10 Marden Cemetery is split into several sections as follows:

- Section 1 & 2 – Graves - section to front left and right of the cemetery. *These sections are no longer used for new interments.*
- Section 3 – Graves - section to rear right of the cemetery
- Section 4 – (New Section) Graves/Cremated Remains/Children’s Area - section to the far rear left of the cemetery.
- Cremated Remains Section – Ashes only - section to the rear left of the cemetery
- Section 5 - Children’s Plots – Section to the rear left of the cemetery (with first area of cremated remains).

#### Rabbits

2.11 There is a perennial rabbit problem and the Parish Council will endeavour to keep the rabbits under control.

#### Maintenance and Planting

2.12 The Parish Council undertakes the upkeep of the Cemetery and employs a caretaker to carry this out. He is responsible for grass cutting, hedge trimming, maintains the burial areas, ashes areas and planting of trees and shrubs. Any queries relating to the Cemetery should be directed to the Parish Office and **NOT** the Caretaker.

2.13 The perimeter of the cemetery is planted to give a pleasant aspect for visitors. Many items are donated, and, as the property of Marden Parish Council, must not be removed. Any person wishing to donate plants please contact the Parish Office.

#### Dogs

2.14 You may **NOT** bring your dog into the cemetery. However, for reasons of safety the Parish Council will permit dogs on leads using the footpath to the cemetery to pass through the cemetery in order to access public footpaths further down Maidstone Road. You must keep your dog on a lead at all times, you must stay on the paths and you must pick up your dog’s faeces. Assistance Dogs are allowed in any part of the cemetery.

Plots

2.15 Plots must be kept in a neat and tidy condition and any litter should be removed from the site. Any person causing damage by bringing in any materials or monuments will be required to meet the cost of any repairs.

2.16 Any flower holders must be of non-breakable material and are left at the owners' risk. Nothing must be placed on a plot which the Parish Council deem could be a potential health or safety hazard to other users of the cemetery.

2.17 The Parish Council reserves the right to remove any planting or other items from plots which may be dangerous or unsightly in any way.

Declarations

2.18 A declaration will be sent to next of kin to sign to agree to abide by these rules and regulations and to agree to request permission from the Parish Council for any amendments or additions to graves/cremated remains plots.

Benches & Plaques

2.19 Benches have been provided in the cemetery by the Parish Council. Families are able to request the purchase of a commemorative plaque to be placed on a bench and a written application should be made to the clerk. The plaques (12" x 8" max) (30cm x 20cm) to be installed by the Parish Council. Both the purchase of the plaque and installation will be at the applicant's expense.

Exclusive Right of Burial

2.20 If a holder of an Exclusive Right of Burial moves address the new details must be sent to the Parish Clerk for the certificate to be amended.

2.21 An Exclusive Right of Burial does not constitute any ownership of land. It is purely the right to have a burial in a selected grave.

2.22 The rights are granted on the understanding that the owner of those rights complies within the Rules set out in this document, in particular, any such Rules which are applicable to the particular type of grave/memorial to which the Exclusive Right of Burial relates. For example, if an Exclusive Right of Burial is granted in respect of Section 3 then the grant holder will be required to comply with the Rules relating specifically to Section 3.

2.23 The purchase of burial rights is not in any way the purchase of the land in which the grave lies, it is essential that the public are aware that the grave is sold on a lease basis and that the only rights with that lease are the rights to a burial in the grave and to place a subsequent memorial.

Employees

2.24 Employees of the Parish Council shall not be allowed to execute any private work whatsoever within Marden Cemetery.

2.25 Employees are not allowed to accept any form or payment or gratuity from members of the public. If you require any works within the cemetery please contact the Parish Office where our staff will be happy to assist where possible.

2.26 All persons in Marden cemetery must take all reasonable care in order to protect their own safety. Any children under the age of 16 must be accompanied by a responsible adult.

2.27 Visitors must conduct themselves in a quiet and orderly manner and must keep to the road/pathways, except when visiting graves.

2.28 All persons entering Marden cemetery will be subject to these Rules. Any person infringing these Rules may be removed from the Cemetery by a Parish Council employee or Councillor.

2.29 The Parish Council reserves the right to make any alterations to the Rules as and when required.

2.30 As the service changes and improves it may be necessary to amend the current regulations accordingly or at short notice. Wherever possible, when this happens, notification will be posted on the Cemetery notice board.

*War Graves at Marden Cemetery – tended by the War Graves Commission*



## **BURIALS IN SECTIONS 1, 2, 3 AND 4**

### **3. Selection and Ownership of Graves**

3.1 Every burial (interment) shall take place in a private grave (also known as a purchased grave).

3.2 When a grave is “purchased” this refers to the purchase of the “Exclusive Right of Burial” (ERB) (also known as a “Grant Deed”) in a grave space and not the purchase of the land itself. These cannot be purchased in advance.

3.3 An ERB is issued and includes the right to erect a memorial, although permission is still required from the Parish Council regarding the details and measurements. An ERB is purchased at the time of the first interment in a new grave and owned by an individual and/or close relative and is issued for 99 years. Only the person named on the Certificate may apply for any further interment, memorial, inscription or any other changes to the burial plot.

3.4 With new graves an ERB Certificate will be issued to the owner and this needs to be produced to the Parish Council when further interments are to take place or a memorial is to be added.

3.5 Ownership of the ERB for a grave can be transferred from a deceased owner via that owner’s estate. The means of transfer can be very complex and while there is a set procedure to follow, each case must be looked at individually. If you need to transfer ownership you will need to contact the Parish Office. It is possible to transfer the ERB whilst the owner is still living. If you wish to discuss this please contact the Parish Office. A fee is payable for this service.

3.6 A private grave will not be opened without the owner’s consent in writing.

3.7 The owner of the ERB is responsible for the upkeep of that grave or ashes plot for the period of the grant.



*Overlooking Section 3*

3.8 The owner of the ERB must inform the Parish Office of any changes to name or address to ensure that documents are kept up to date.

#### **4. Types of Graves**

##### General Grave:

4.1 Can be single or double depth. The Funeral Director will provide details to the grave digger and Parish Council.

##### Children's Grave:

4.2 5 years and under will be interred in Section 4. 5 to 18 years will be interred in the Adult Section.

##### Ashes interred in Burial Plot:

4.3 Permission is required from the rightful owner of the ERB and unless specifically requested the ashes will be interred at the head of the grave.

#### **5. Character of Coffins**

5.1 Only wooden or other bio-degradable coffins are allowed. The Council supports environmentally sound practices including burials in cardboard coffins.

5.2 In the case of a person dying from an infectious disease, the body must be enclosed in a properly waterproofed coffin and taken direct to the grave.

#### **6. Regulations Regarding Burials**

6.1 All burials shall take place in accordance with the statutory requirements laid down in the Local Authorities Cemeteries' Order 1977, and any other subsequent legislation that comes into force.

6.2 The selection of the place of interment is, in all cases, subject to the approval of the Parish Council, but the wishes of the parties will be met so far as may be deemed practicable.

6.3 A fully completed Notice of Interment form, the Green Form and all Fees and Charges payable to Marden Parish Council must be received and accepted by the Clerk at least two complete working days before any interment takes place. Please note that charges do not include digging of the grave which should be arranged through the Funeral Director.

6.4 A notice of interment shall be given only on the form provided by the Parish Council and such form shall be duly completed in all respects and be signed by the person applying for the interment.

6.5 It is a statutory requirement that a burial cannot take place without the consent of the Parish Council (as Burial Authority).

6.6 A notice of Interment must contain the following particulars as requested on the Marden Cemetery Application for Interment form:

- The forename(s) and surname, last place of residence, age, date and place of death of person to be interred.
- Grave / Plot number (as advised by the Parish Office)
- The date and time of the intended interment



- The name of the Minister (if any) who is to officiate
- Single or Double Depth
- Name and Address of proposed owner of the ERB
- Details of the Funeral Director
- Copy of the ERB if reopening of plot is to take place
- Relevant Fee

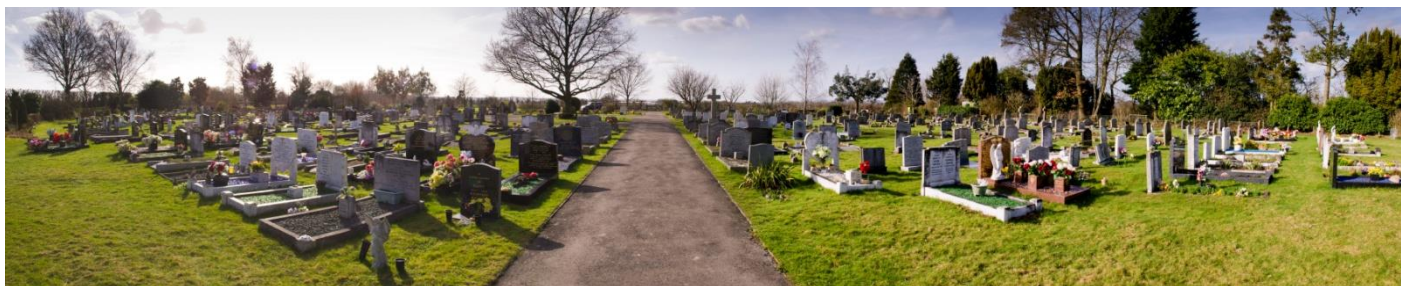
6.7 No alteration to a notice of interment is permitted unless (1) a written request for any such alteration has been submitted to the Parish Clerk and (2) such alteration has been agreed by the Parish Clerk (or Parish Council).

6.8 Only alterations to arrangements can be accepted in writing prior to the burial date, this ensures there can be no misunderstandings if verbal alterations are given.

6.9 The person responsible for the interment shall make all the necessary arrangements with the minister or other person intended to officiate at the interment including the payment of the ministers' fee.

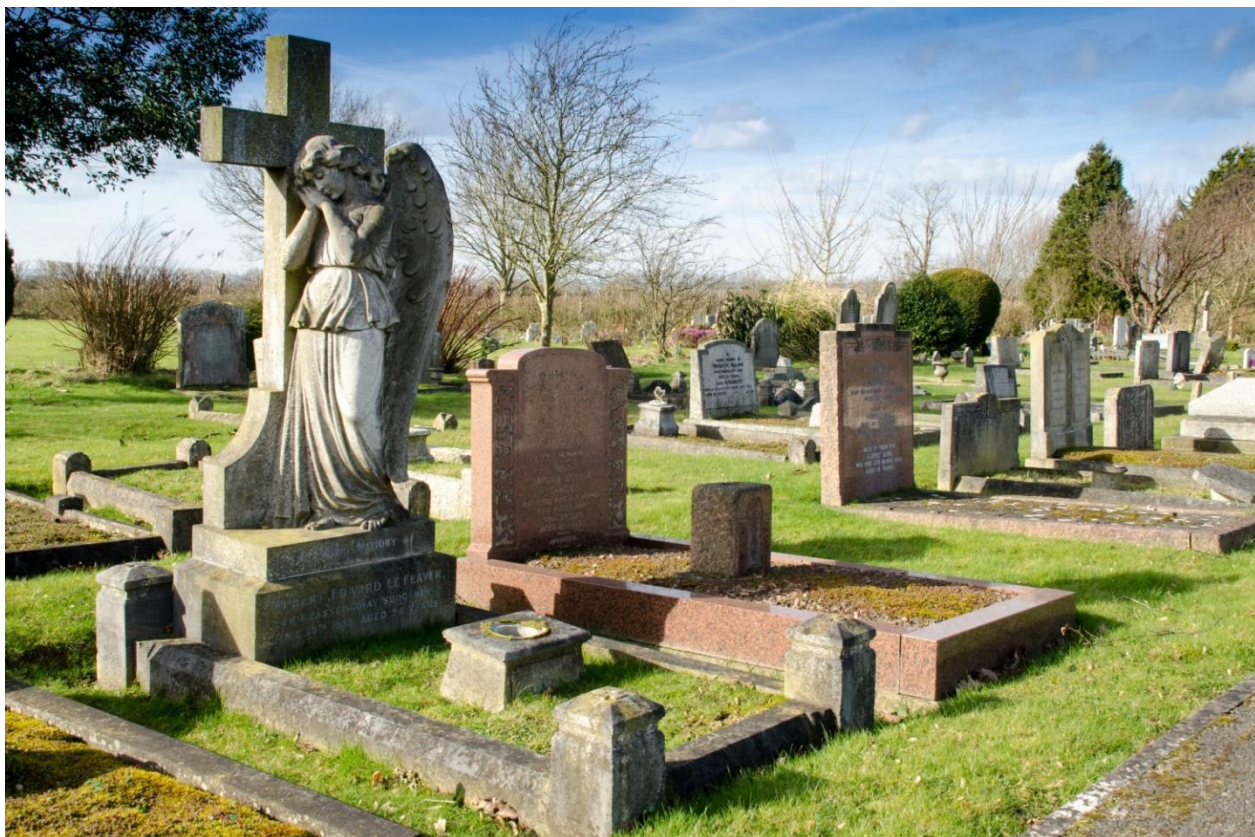
6.10 The Registrar's Certificate for Burial (commonly known as the Green Form) or the Coroner's Order for Burial **MUST** be delivered to the Clerk prior to the Interment.

6.11 Where the deceased to be buried is the owner of the ERB, the nearest relatives should contact the Parish Office after the funeral to arrange a transfer of ownership with written evidence to provide next of kin/family member. A transfer of ownership will be required before any future interments, or work to the memorial, is carried out.



6.12 The Parish Council reserves the right to defer a burial in extreme weather conditions.

6.13 The hearse and two following vehicles will be the only vehicles allowed into the Cemetery unless prior approval has been given by the Parish Council.



*Old Section*

6.14 No raised ground will be permitted to any grave, and it shall be the responsibility of the Funeral Director and the person ordering the opening of the grave to check the grave subsequently and to render the surface level. The Funeral Director and the person ordering the opening of the grave shall arrange for the grave, on being closed, to be turfed or re-turfed as may be necessary, and the Parish Council's decision as to whether such work shall be necessary, or satisfactorily carried out, shall be final.

## **7. Times of Funerals**

7.1 Burials will normally only be permitted Mondays, Tuesdays, Wednesdays, Thursdays and Friday 9am to 4pm. The Parish Council to be contacted if burial is requested out of these times.

## **8. Memorials**

8.1 Cemetery Section 1 and 2 relates to the older part of the Cemetery and kerbstones are permitted.

8.2 Section 3 relates to the section to the right at the rear of the cemetery and is a designated lawned area with headstones only permitted with one vase, kerbstones are not permitted. The plot can be tended by family members to a maximum of 2'6" x 6' but no further memorials can be placed on the plot. Written confirmation of this will be required.

8.3 Section 4 relates to the new section to the left at the rear of the cemetery with headstones only permitted with one vase within the headstone base. The plot cannot be tended as Section 3. Kerbstones and fencing are not permitted.

8.4 Stone chippings are permitted in Section 3 but must be in a tenced, fenced area on the plot measuring no more than 2'6" x 6'. Chippings must not be on the grass or allowed to fall onto the grassed area.

8.5 Only one headstone can be erected on a grave. No other memorial is permitted. It is the rightful owner of the ERB who maintains the headstone during the period of grave rights granted.

8.6 Maximum size for a headstone on an adult burial plot is 3ft high x 2ft 6in wide (92cm x 76cm). For a child's grave (up to 5 years of age) the maximum size is 18" high x 21" wide (46cm x 53cm). If any headstone exceeds these dimensions the Parish Council will order removal following fourteen days written notice (No compensation will be payable). The base of the headstone shall be placed and maintained below the level of the surface of the surrounding ground.

8.7 Applications including drawings showing dimensions of every headstone with a statement of the type of stone to be used, proposed position on the grave space, details of inscription and fittings MUST be submitted to the Parish Council for consideration before installation. An additional fee is incurred for the headstone. All memorial work must be carried out in accordance with the relevant Code of Working Practice of The National Association of Memorial Masons / BRAMM Blue Book and BS8415.

8.8 No headstone shall be erected or placed on a grave or anywhere in the Cemetery without prior approval from the Parish Council.

8.9 Any application from the Memorial Mason for a new headstone must be accompanied by:

- Name and address of applicant (ie the owner of the ERB)
- Name and address of Memorial Mason
- Grave details (name of deceased, plot number)
- Details of the headstone
- Measurements of headstone
- Details of the inscription
- Details of ERB Certificate
- Relevant Fee

8.10 The Parish Council strongly recommends that grave owners take out insurance to cover damage to their memorials.

8.11 All memorials erected are the sole responsibility of the owner and the Parish Council shall not be held responsible for any damage to or caused by the memorial. The Parish Council takes no responsibility for any damage to or future maintenance of such stones.

8.12 All memorials are the responsibility of the registered owner including damage by vandalism, theft of memorials or vases, cracking or subsidence of footings. The Parish Council reserves the right to repair or make good any memorial which is allowed to fall into disrepair or become dangerous and recover expenses from the registered owner or the owner's beneficiaries. Where there is no beneficiary and no money provided in the estate of a deceased person to maintain their grave and it becomes necessary to carry out repairs to their memorial, their next of kin (if known) would be asked to pay for the repairs. If no next

of kin can be identified or is willing to accept responsibility then the Parish Council will decide whether to carry out any necessary repairs or if a memorial is in a dangerous condition to arrange for it to be made safe or laid down (memorials can only be removed at the end of the period of the ERB).

8.13 If a memorial becomes unsafe, the Parish Council may write to the registered owner (or representative), advising that works are required. Subject to the condition of the memorial, the registered owner will be given 6 months (maximum) to affect the necessary repairs. After this time the Parish Council may repair or make safe the memorial at the owner's expense. In cases of immediate danger or risk arising from an unsafe memorial, the Parish Council make take remedial action at the owner's expense.

## **9. Fencing & Tributes on Graves**

### Fencing

9.1 If desired, a plot within Section 3 of the Cemetery, may be tenced but will be reverted to lawn at the discretion of the Parish Council if not regularly maintained. The plot must not exceed 6ft x 2ft 6in (180cm x 76cm) (including the base of the headstone).

9.2 A fence, not exceeding 12in (30cm) in height, may be placed round the grave in Section 3 but must be within the 6ft x 2ft 6in (180cm x 76cm) area. Applications for the erection of any fencing should include drawings showing dimensions of the fencing to be used and the positioning of the fencing must be submitted to the Parish Council for consideration. No fencing to be erected, or placed in the Cemetery, without prior written approval of the Parish Council. The design of fencing must be safe for other users of the cemetery (ie no spikes) and allow free maintenance of surrounding graves.

### Other Tributes

9.3 The following are not permitted on graves in any section unless stated. If placed on graves the Parish Council will order their removal following fourteen days written notice to the holder of the Exclusive Right of Burial and will be kept by the Parish Council for twenty-eight days following removal (No compensation will be payable).

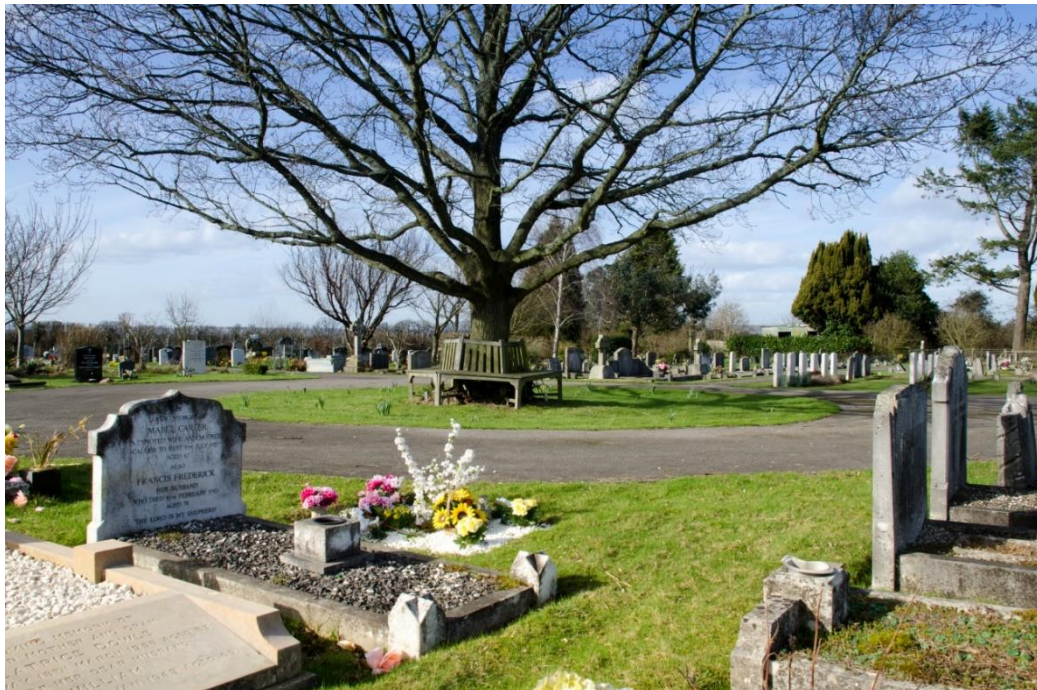
- NO SHRUBS OR TREES are to be PLANTED ON THE GRAVES
- NO GLASS CONTAINERS OR COVERS on graves
- NO SOLAR LIGHTS ARE PERMITTED
- NO KERBSTONES except in Sections 1 and 2
- NO FOOTSTONE, OR OTHER MEMORIAL/OBSTRUCTION to be placed on the grave or within a fenced area

9.4 Tributes (such as those for birthdays, anniversaries, Mothering Sunday, Father's Day, Easter etc) may be placed on the graves but tributes including balloons are to be removed from the graves after 14 days. Marden Parish Council reserves the right to remove such tributes after this time.

9.5 Christmas wreaths are to be removed by 14th January each year; The Parish Council reserves the right to remove tributes after this time.

9.6 Floral Tributes must be contained within the area of the grave to which they relate and must not spread over surrounding graves and be removed within 14 days. Marden Parish Council reserves the right to remove such tributes after this time.

9.7 In all cases, dead flowers and other rubbish must be placed in the waste bins provided. Any floral items found 'past their best' within any areas of the cemetery may be removed without notice by the Parish Council's employees. No stones or soil must be placed in these bins.



*Sections 1 and 2*

## **10. Care of Graves**

10.1 Sections 1 and 2 Graves (old part of the cemetery) to contain a mixture of memorials such as headstones and full kerbs. The owner of the ERB may plant annual bedding over the whole grave or it may be grassed over, but must not include tree or large shrub planting. The ground maintenance is the responsibility of the owner of the ERB and the grave space is not therefore maintained by the Parish Council. The Parish Council maintains the paths between graves. On very old or neglected graves, the Parish Council will trim the grass on the grave.

10.2 Section 3 Graves to contain a headstone and tended plot.

10.3 Section 4 Graves to contain a headstone only.

10.4 Except where permitted above, no other decoration or adornment shall be placed in the cemetery. If this occurs the Parish Council will order their removal following fourteen days written notice to the holder of the Exclusive Right of Burial (if known), and will be kept by the Parish Council for twenty eight days following removal (No compensation will be payable).

10.5 No chemicals of any description shall be used on or around a grave/ashes plot.

10.6 Turf must be re-laid following a burial and no artificial grass is permitted.

10.7 If it is deemed necessary, the Parish Council may contact the person/s named on the Grant of Exclusive Right of Burial and request that they perform maintenance on the plot to bring it up to a standard in line with other graves in the Section.

10.8 For holders of Exclusive Rights of Burials for Section 3 plots please return the Section 3 Declaration to the Parish Office to indicate whether or not you will be tending your designated plot.

10.9 Burials for children aged up to 5 years will be in Section 4. Headstones, to a maximum of 18” high x 21” wide (46cm x 53cm) are permitted. Any requests for memorials other than headstones should be in writing to the Parish Clerk. Only headstones are permitted in Section 4.

10.10 Burials for children over the age of 5 will be in the adult section Section 4. The rules for burials within this section will then apply.

### **INTERMENT OF ASHES/CREMATED REMAINS**

*(see also section 2 for interment of ashes in existing grave)*

#### **11. Selection and Ownership of Ashes Plots**

11.1 Every interment of ashes shall take place in a private plot (also known as a purchased cremated remains plot).

11.2 When a cremated remains plot is “purchased” this refers to the purchase of the “Exclusive Right of Burial” (ERB) (also known as a “Grant Deed”) in a cremated remains plot and not the purchase of the land itself. These cannot be purchased in advance.

11.3 An ERB is issued and includes the right to erect a memorial, although permission is still required from the Parish Council regarding the details and measurements. An ERB is purchased at the time of the first interment in a new cremated remains plot and owned by an individual and/or close relative, and is issued, currently, for 99 years. Only the person named on the Certificate may apply for any further interment, memorial, inscription or any other changes to the cremated remains plot.

11.4 With new interment of ashes an ERB Certificate will be issued to the owner and this needs to be produced to the Parish Council when further interments are to take place or a memorial is to be added.

11.5 Ownership of the ERB for a cremated remains plot can be transferred from a deceased owner via that owner’s estate. The means of transfer can be very complex and while there is a set procedure to follow, each case must be looked at individually. If you need to transfer ownership you will need to contact the Parish Office. It is possible to transfer the ERB whilst the owner is still living. If you wish to discuss this please contact the Parish Office. A fee is payable for this service.

11.6 A cremated remains plot will not be opened without the owner’s consent in writing.

11.7 The owner of the ERB is responsible for the upkeep of that cremated remains plot for the period of the grant.

11.8 The owner of the ERB must inform the Parish Office of any changes to name or address to ensure that documents are kept up to date.

## 12. Type of Ashes Plot

12.1 Ashes interments: An ashes plot is sufficient for two containers of ashes side by side. If a double plot is required indication to be made on the Interment Form at the time of the first interment.

## 13. Character of Ashes Containers

13.1 Ashes containers must be wooden or made of other bio-degradable material.



*Cremated Remains Section*

## 14. Regulations Regarding Interment of Ashes

14.1 All interments of ashes shall take place in accordance with the statutory requirements laid down in the Local Authorities Cemeteries' Order 1977, and any other subsequent legislation that comes into force.

14.2 The selection of the place of interment is in all cases subject to the approval of the Parish Council, but the wishes of the parties will be met so far as may be deemed practicable.

14.3 A fully completed Notice of Interment form and all Fees and Charges payable to Marden Parish Council must be received and accepted by the Clerk at least two complete working days before any interment takes place. Please note that additional charges will be made for the preparation of the plot – to arrange this please contact the Parish Office.

14.4 A notice of Interment must contain the following particulars as requested on the Marden Cemetery Application for Interment form:

- The forename(s) and surname, last place of residence, age, date and place of death of person to be interred.
- Plot number (as advised by the Parish Office)
- The date and time of the intended interment

- The name of the Minister (if any) who is to officiate
- Single or Double plot
- Name and Address of proposed owner of the ERB
- Details of the Funeral Director (if any)
- Copy of the ERB if reopening of plot is to take place
- Relevant Fee

14.5 A copy of the Certificate of Cremation MUST be delivered to the Clerk prior to the Interment.

14.6 Where the ashes are to be interred are of the owner of the ERB, the nearest relatives should contact the Parish Office after the funeral to arrange a transfer of ownership. A transfer of ownership will be required before any future interments, or work to the memorial, is carried out.

14.7 The Parish Council reserves the right to defer an interment of ashes in extreme weather conditions.

14.8 The hearse and two following vehicles will be the only vehicles allowed into the Cemetery unless prior approval has been given by the Parish Council.

14.9 Following the interment of ashes the next of kin can arrange for the placement of a memorial tablet immediately after obtaining permission from the Parish Council. Alternatively, the tablet provided by the Parish Council will be laid until a memorial is purchased.

## **15. Times of Funerals**

15.1 Interment of Ashes will normally only be permitted Monday, Tuesday, Wednesday, Thursday and Friday 9am to 4pm.

15.2 The Parish Council MUST be contacted prior to making arrangements if interment of ashes is requested out of these times.

## **16. Memorials on Ashes Plots**

16.1 Only one Memorial stone is permitted on an ashes plot. No other memorial stone is permitted. It is the rightful owner of the ERB who maintains the memorial stone during the period of grave rights granted.

16.2 Maximum size for memorial stone on ashes plot is 18in x 18in (46cm x 46cm)

16.3 Applications including drawings showing dimensions of every memorial stone with a statement of the type of stone to be used, details of inscription and fittings MUST be submitted to the Parish Council for consideration and prior to installation. An additional fee is incurred for the memorial stone. All memorial work must be carried out in accordance with the relevant Code of Working Practice of The National Association of Memorial Masons / BRAMM Blue Book and BS8415.

16.4 No memorial stone shall be erected or placed on an ashes plot or anywhere in the Cemetery without prior approval from the Parish Council.



16.5 Any application from the Memorial Mason for a new memorial stone must be accompanied by:

- Name and address of applicant (ie the owner of the ERB)
- Name and address of Memorial Mason
- Grave details (name of deceased, plot number)
- Details of the memorial stone
- Measurements of memorial stone
- Details of the inscription
- Details of ERB Certificate
- Relevant Fee

16.6 The Parish Council strongly recommends that grave owners take out insurance to cover damage to their memorials.

16.7 A single vase may be placed on a memorial tablet within the ashes area, if it is placed on the surrounding area the Parish Council will order removal following fourteen days written notice (No compensation will be payable).

16.8 All memorials erected are the sole responsibility of the owner and the Parish Council shall not be held responsible for any damage to or caused by the memorial. The Parish Council takes no responsibility for any damage to or future maintenance of such stones.

16.9 All memorials are the responsibility of the registered owner including damage by vandalism, theft of memorials or vases, cracking or subsidence of footings. The Parish Council reserves the right to repair or make good any memorial which is allowed to fall into disrepair or become dangerous and recover expenses from the registered owner or the owner's beneficiaries. Where there is no beneficiary and no money provided in the estate of a deceased person to maintain their grave and it becomes necessary to carry out repairs to their memorial, their next of kin (if known) would be asked to pay for the repairs. If no next of kin can be identified or is willing to accept responsibility, then the Parish Council will decide whether to carry out any necessary repairs or if a memorial is in a dangerous condition to arrange for it to be made safe or laid down (memorials can only be removed at the end of the period of the ERB).

16.10 If a memorial becomes unsafe, the Parish Council may write to the registered owner (or representative), advising that works are required. Subject to the condition of the memorial, the registered owner will be given 6 months (maximum) to affect the necessary repairs. After this time the Parish Council may repair or make safe the memorial at the owner's expense. In cases of immediate danger or risk arising from an unsafe memorial, the Parish Council make take remedial action at the owner's expense.

## **17. Fencing & Tributes on Ashes Plots**

### Fencing

17.1 No fencing is permitted on any of the plots within the cremated remains sections.

### Other Tributes

17.2 The following is not permitted on ashes plots, otherwise the Parish Council will order their removal following fourteen days written notice to the holder of the Exclusive Right of

Burial, and will be kept by the Parish Council for twenty eight days following removal (No compensation will be payable).

- NO SHRUBS OR TREES are to be PLANTED IN BETWEEN THE ASHES PLOTS
- NO GLASS CONTAINERS OR COVERS
- NO SOLAR LIGHTS ARE PERMITTED
- NO OTHER MEMORIAL/OBSTRUCTION

17.3 Tributes (such as those for birthdays, anniversaries, Mothering Sunday, Fathers Day, Easter etc) may be placed on the memorial tablet but tributes including balloons are to be removed after 14 days. Marden Parish Council reserves the right to remove such tributes after this time.

17.4 Floral tributes may be placed on the memorial tablet – either natural or silk – but natural tributes are to be removed after 14 days. Marden Parish Council reserves the right to remove such tributes.

17.5 Floral tributes MUST be contained within the area of the plot to which they relate and must not spread over surrounding ashes plots.

17.6 Christmas wreaths are to be removed by 14th January each year; The Parish Council reserves the right to remove tributes after this time.

17.7 In all cases, dead flowers and other rubbish must be placed in the waste bins provided. No stones or soil must be placed in these bins.

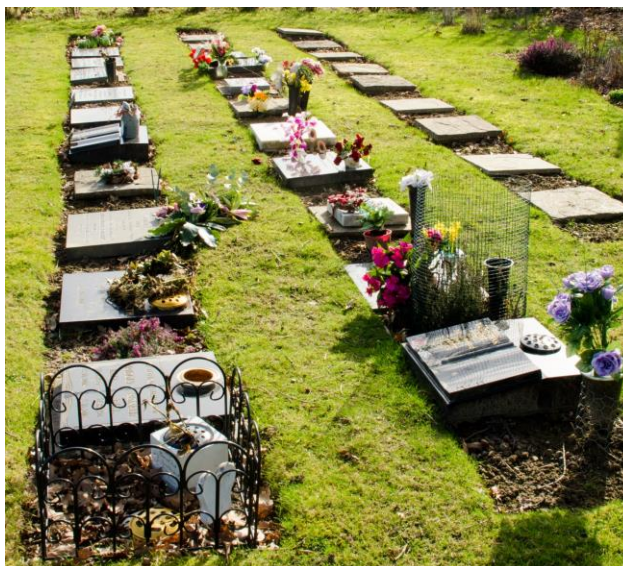
## **18. Care of Ashes Plots**

18.1 Except where permitted above, no other decoration or adornment shall be placed in the cemetery. If this occurs the Parish Council will order their removal following fourteen days written notice to the holder of the Exclusive Right of Burial (if known), and will be kept by the Parish Council for twenty eight days following removal (No compensation will be payable).

18.2 If it is deemed necessary, the Parish Council may contact the person/s named on the Grant of Exclusive Right of Burial and request that they perform maintenance on the plot to bring it up to a standard in line with other graves in the Section.

18.3 The ashes section will be planted by the Parish Council between each plot for ease of maintenance.

18.4 The ashes section will be maintained by the Parish Council and no further planting is to take place.



*Cremated Remains Section*

## **19. Scattering of Ashes**

19.1 Scattering of Ashes is only permitted in:

- The designated area of cemetery – set aside by Marden Parish Council
- A existing, designated grave with Exclusive Right of Burial's owner's permission

19.2 No person shall scatter cremated remains within any part of Marden cemetery ground without the permission of the Parish Council. Any request for the same must be made by completion of the Interment Form and agreement of the Exclusive Right of Burial's owner prior to ashes being scattered.

19.3 It is unlawful to scatter any remains within the Cemetery grounds without first gaining permission form the Parish Council who manages and owns the land.

19.4 Interment Form, copy of the cremation certificate and fee must be with the Parish Council prior to ashes being scattered.

19.5 This is to ensure that all previous legal requirements have been completed prior to the disposal of the cremated remains.

## Cemetery Permissions

If Yes permission is still required from Marden Parish Council

	Section 1 & 2	Section 3	Section 4 (adult and children's graves)	Cremated Remains Sections	Children's Section in Sections 1 & 2 and Cremated Remains area	Scattered Ashes Section
<b>Kerbstones</b>	Yes	No	No	No	Yes	No
<b>Fencing</b>	Yes	Yes	No	No	Yes	No
<b>Wooden/Biodegradable coffins</b>	Yes	Yes	Yes	N/A	Yes	No
<b>Caskets</b>	No	No	No	N/A	No	No
<b>Wooden/Biodegradable ashes containers</b>	Yes	Yes	Yes	Yes	Yes	No
<b>Plastic ashes containers</b>	No	No	No	No	No	No
<b>Headstones (3' x 2'6") (92cm x 76cm)</b>	Yes	Yes	Yes	No	No	No
<b>Children's Headstones (up to 5years of age) (18" x 21") (46cm x 53cm)</b>	Yes	N/A	Yes	No	Yes	No
<b>Headstones (other size)</b>	Yes	No	No	No	No	No
<b>Memorial Tablet (18" x 18") (46cm x 46cm)</b>	No	No	No	Yes	No	No
<b>Footstones</b>	Yes	No	No	No	No	No
<b>Other Memorials</b>	No	No	No	No	No	No
<b>Plaque (12" x 8" max) (30cm x 20cm)</b>	Yes	Yes	Yes	No	Yes	No
<b>Vases</b>	Yes	Yes	In with headstone	In with memorial tablet	Yes	No
<b>Tending of plot (6'x2'6") (180cm x 76cm)</b>	Yes	Yes	No	No	No	No
<b>Tending of plot in Children's Section</b>	No	No	No	No	Yes	No
<b>Shrubs/Trees on plots</b>	No	No	No	No	No	No
<b>Glass containers on plots</b>	No	No	No	No	No	No
<b>Solar Lighting on plots or elsewhere in the cemetery</b>	No	No	No	No	No	No
<b>Floral tributes (MUST BE removed after 14 days)</b>	Yes	Yes	Yes	Yes	Yes	No
<b>Balloons (MUST BE removed after 14 days)</b>	Yes	Yes	Yes	Yes	Yes	No
<b>Christmas, Birthday, Anniversary and other festive tributes (MUST BE removed after 14 days)</b>	Yes	Yes	Yes	Yes	Yes	No
<b>Plaques on benches</b>	Yes	Yes	Yes	Yes	Yes	Yes
<b>Chemicals</b>	No	No	No	No	No	No
<b>Artificial Grass</b>	No	No	No	No	No	No
<b>Scattering of Ashes (permission required)</b>	Yes	Yes	Yes	Yes	Yes	Yes

## **Marden Cemetery fees - Effective from 1<sup>st</sup> April 2024**

*Fees will increase from 1<sup>st</sup> April 2025*

### **GRAVES**

Exclusive Right of Burial and 1<sup>st</sup> Interment - £ 650.00

(ERB for a period of 99 years) - The fee does not include digging

2<sup>nd</sup> Interment - £330.00

Re-opening of existing plot - The fee does not include digging

Transfer of ownership of Exclusive Right of Burial - £75.00

Extra Depth - £90.00

Child's Grave (5-18 years) – No charge

In Adult Section unless otherwise requested in writing

Child's Grave (0-5 years) – No charge

In children section

Interment of Ashes in existing grave - £150.00

The fee does not include digging

Scattering of Ashes in Designated Grave - £45.00

Approval of Headstone - £150.00

Approval of Vase - £60.00

Additional Inscription - £75.00

Administrative Costs for details/copy of ERB - £25.00

### **CREMATIONS**

Exclusive Right of Burial and Interment of Ashes - £330.00

(ERB for period of 99 years) - The fee does not include digging

2<sup>nd</sup> Interment of Ashes - £160.00

Re-opening of existing plot - The fee does not include digging

Scattering of Ashes in Designated Scattered Ashes Area - £45.00

Transfer of Ownership - £75.00

Approval of Memorial Tablet - £90.00

Additional Inscription on Memorial Tablet - £75.00

Administrative costs for details/copy of ERB - £25.00

Preparation of Ashes Plot - £50.00

These charges apply from 01 April 2024 to 31 March 2025 for residents of Marden at time of death.

All fees will be doubled if no longer a resident of Marden at time of death – *evidence may be requested for proof of residency.*

Please make cheques payable to Marden Parish Council or BACS: Account No. 20376138 / Sort Code 60-83-01 / Reference: Surname of deceased.

The Parish Council does not allow burials in Marden Cemetery of anyone who has not lived in the Parish of Marden

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Alison Hooker, Marden Parish Council, Parish Office, Goudhurst Road, Marden, Kent  
TN12 9JX 01622 832305 / 07376 287981 / clerk@mardenkent-pc.gov.uk

### **Application for Interment (Burials & Ashes)**

#### **Marden Cemetery, Maidstone Road, Marden**

Arrangements for interment must be made with the Clerk of Marden Parish Council. It is required that the Registrar's Certificate of death/cremation is produced when giving this order.

<b>1.</b> The date and time at which the funeral will arrive at the Cemetery	<b>Time</b>	<b>Date</b>
--	-------------	-------------

<b>2.</b> Full name of deceased:	
<b>3.</b> Private address of deceased:	
<b>4.</b> Age of deceased (last birthday):	
<b>5.</b> Place where death occurred:	
<b>6.</b> Date of death:	
<b>7.</b> Was the deceased resident in the parish at time of death or been a resident in the past (please give last address within the Parish)	
<b>8.</b> Name of officiating Minister:	
<b>9.</b> Church service: Yes/No	If yes – where and time

#### **BURIAL**

<b>10.</b> Is the burial to take place in:	Section	Plot No.
(a) A re-opening (please give plot no) <i>(please see item 14 below)</i>		
(b) New Grave <i>(see item 15 below)</i>	Yes / No	
<b>11.</b> Depth of grave	Single / Double <i>(Delete where applicable)</i>	

#### **INTERMENT OF ASHES**

<b>12.</b> Is the interment of ashes to take place in:	Row	Plot No.
(a) A re-opening (please give plot no.) <i>(please see item 14 below)</i>		
(b) New ashes plot: <i>(see item 15 below)</i>	Yes / No	
<b>13.</b> Depth of ashes plot – single/double	Single / Double <i>(Delete where applicable)</i>	
<b>14.</b> Where a grave will be required to be reopened: Name, address and signature of owner (or transferee) accepting responsibility for re-opening of grave  Please attach a copy of the certificate if available.		
<b>15.</b> Where a new grave is to be purchased: Full name, address and relationship to deceased to whom the exclusive right of burial is to be granted:		

**PTO**

**MARDEN CEMETERY, MAIDSTONE ROAD, MARDEN**

<b>16. Name and address of Funeral Directors:</b>	
---	--

**Signature of Next of Kin:** .....

**Please print:** .....

**INTERMENT IN SECTION 3**

I understand that the deceased person described overleaf is to be interred in a lawned grave, in which only a headstone is permitted. I agree to apply, in writing, to the Parish Office if I wish to tend the area to a maximum size of 2'6" x 6' or to erect fencing.

The only memorial permitted is a headstone, subject to the Parish Council's approval and one vase.

I agree that the plot will be reverted to lawn at the discretion of the Parish Council if not regularly maintained.

**No kerbstones are permitted.**

**INTERMENT IN SECTION 4**

I understand that the deceased person described overleaf is to be interred in a lawned grave, in which no enclosure is allowed and that the grave space will be turfed flat and mown by the Parish Council staff.

The only memorial permitted is a headstone, subject to the Parish Council's approval and one vase.

**No kerbstones, fencing or tending of the plot are permitted**

**INTERMENT OF ASHES**

I understand that a memorial tablet (subject to the approval of the Parish Council) and one vase can be placed on the plot. The areas between each plot will be planted and maintained by the Parish Council.

**Signed:**.....

**Print:** .....

**Address:** .....

.....

.....

**Date:** .....

For office use only:

Payment Rec'd	Disposal Cert No.	Reg of Burials Entry	ERB Cert. No.



Alison Hooker, Marden Parish Council, Parish Office, Goudhurst Road, Marden, Kent  
 TN12 9JX 01622 832305 / 07376 287981 / [clerk@mardenkent-pc.gov.uk](mailto:clerk@mardenkent-pc.gov.uk)

**Application for Memorial (Graves & Ashes Plots)  
 Marden Cemetery, Maidstone Road, Marden**

<b>1.</b> Person in whose memory the work is to be carried out:	
---	--

<b>2.</b> Grave Reference Number	Section	Plot No.
----------------------------------	---------	----------

<b>3.</b> Ashes Reference Number	Section	Plot No.
----------------------------------	---------	----------

<b>4.</b> Exclusive Right of Burial Certificate No. .... (please attach a copy)
--

<b>NAME AND ADDRESS OF OWNER OF EXCLUSIVE RIGHT OF BURIAL / APPLICANT</b>	
<b>5.</b> Name:	.....
Address:	.....
	.....
	.....

- I, being the legal owner of the EXCLUSIVE RIGHT OF BURIAL for the above grave, and being aware of the regulations and restrictions in force, give permission for the memorial works described below to be carried out. I hereby indemnify the Council in respect of any claims or demands that may be made at any time in connection with, or arising out of any such works being undertaken.
- I confirm that no unauthorised items will be placed on the grave and if identified they will be removed.
- I understand that I am responsible for the cost of erecting and maintenance of the memorial.
- I understand that Marden Parish Council will, periodically, undertake safety checks of memorials.
- Should the memorial fall into a state of disrepair, or become a hazard to Health and Safety, Marden Parish Council has the right to remove the memorial from the grave and I will be responsible for any expense incurred; and I understand that such work may have to be carried out without me receiving prior notice.
- I will inform Marden Parish Council of any change of name and/or address.
- I understand the memorial may need to be covered/moved and replaced, to gain access to prepare a grave.
- I understand that it is my responsibility to have insurance for the lifetime of the memorial.

Signed: ..... Date: .....  
 Grave owner/applicant signature

<b>6.</b> MEMORIAL COMPANY
Name: .....
Address: .....
.....

NEW MEMORIAL  ADDITIONAL INSCRIPTION  RE-INSTALLATION

I confirm that all memorial works shall be carried out in accordance with BS8415 or any Industry Standard or Code of Working Practice which complies and conforms to the above standards. This includes any Council Policies of which a Certificate of Compliance will be issued to the grave owner. I accept that I am responsible for meeting the above standards and am accountable for any breach of the standards and confirm that I am BRAMM registered.

Signature on behalf of company

.....

<p><b><u>INSCRIPTION</u></b></p>	<p><b><u>SKETCH</u></b>                  (Please add additional dimensions for kerbstones if in Sections 1 or 2 of the cemetery only)  <i>Please note kerbstones are not allowed in Sections 3 or 4 of the cemetery)</i></p>
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**MEASUREMENTS**

(adult headstone should not exceed 3ft high x 2ft 6in wide/92cm x 76cm)  
 (children’s headstone (0-5 year old) should not exceed 18” high x 21” wide/46cm x 53cm)  
 (ashes memorial tablet should not exceed 18” x 18”/ 46cm x 46cm)

HEADSTONE:    Width:\_\_\_\_\_    Thickness:\_\_\_\_\_    Height:\_\_\_\_\_

HEADSTONE    Width:\_\_\_\_\_    Thickness:\_\_\_\_\_    Depth:\_\_\_\_\_

BASE:

FOUNDATION:    Width:\_\_\_\_\_    Thickness:\_\_\_\_\_    Depth:\_\_\_\_\_

BEARER SLAB:    Width:\_\_\_\_\_    Thickness:\_\_\_\_\_    Depth:\_\_\_\_\_

This form MUST be submitted to Marden Parish Council in duplicate together with the correct fee. One copy of the application will be returned to the person submitting it when approved by the Council.

**APPROVED:** .....  
 (on behalf of Marden Parish Council)

**Print:** .....

**Date:** .....

**Agreement of Rules and Regulations for all areas of Marden Cemetery,  
Maidstone Road, Marden**

I, ....., as next of kin to the late  
.....,

have read the Rules and Regulations of Marden Cemetery and agree to abide by them.

I also agree that before making any amendments or alterations to the plot a formal request  
will be

made in writing to the Clerk to Marden Parish Council at The Parish Office, Marden  
Memorial Hall,

Goudhurst Road, Marden, Kent TN12 9JX.

Signed: ..... Date: .....

Grave / Cremated Remains Row .... Plot .....

Alison Hooker, Marden Parish Council, Parish Office, Goudhurst Road, Marden, Kent  
TN12 9JX 01622 832305 / 07376 287981 / [clerk@mardenkent-pc.gov.uk](mailto:clerk@mardenkent-pc.gov.uk)

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**Maintenance of a plot in Section 3**  
**Marden Cemetery, Maidstone Road, Marden**

I, ....., as holder of the Exclusive Right of Burial of the late  
..... have read the Rules of Marden Cemetery and do / do  
not\*  
wish to maintain the plot ourselves.

I agree that before making any amendments or alterations to the plot a formal request will be  
made in

writing to the Clerk to Marden Parish Council at The Parish Office, Marden Memorial Hall,  
Goudhurst Road, Marden, Kent TN12 9JX.

Signed: ..... Date: .....

Section ... Plot .....

Alison Hooker, Marden Parish Council, Parish Office, Goudhurst Road, Marden, Kent  
TN12 9JX 01622 832305 / 07376 287981 / [clerk@mardenkent-pc.gov.uk](mailto:clerk@mardenkent-pc.gov.uk)

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## MARDEN PARISH COUNCIL

Marden Cemetery, Maidstone Road, Marden, Kent

### Section 4

I, ....., as holder of the Exclusive Right of Burial of plot ....., have read the Rules of Marden Cemetery and understand that graves within Section 4 are headstones only.

I agree that before making any amendments or alterations to the headstone a formal request will be made in writing to the Parish Clerk at The Parish Office, Marden Memorial Hall, Goudhurst Road, Marden, Kent TN12 9JX.

Signed: ..... Date: .....

Section ... Plot .....

*Please send this back, once signed, to Marden Parish Council in the envelope provided.*

Alison Hooker, Marden Parish Council, Parish Office, Goudhurst Road, Marden, Kent  
TN12 9JX 01622 832305 / 07376 287981 / [clerk@mardenkent-pc.gov.uk](mailto:clerk@mardenkent-pc.gov.uk)

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## Contact information

### Clerk to Marden Parish Council

Mrs Alison Hooker  
Parish Office, Marden + Memorial Hall  
Goudhurst Road  
Marden  
Tonbridge  
Kent TN12 9JX  
Tel: 01622 832305  
Mobile: 07376 287981  
Email: [clerk@mardenkent-pc.gov.uk](mailto:clerk@mardenkent-pc.gov.uk)

### Chairman

Cllr Kate Tippen  
C/o Parish Office

